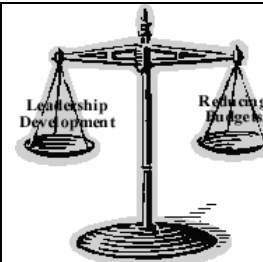


Oklahoma Federal Executive Board
215 Dean A. McGee, Ste 320
Oklahoma City, OK 73102

Leadership FEB



A local approach developed by the
Federal Executive Board of Oklahoma
to
Advance Creative Management Skills
and Enhance Leadership Abilities



- ☒ Balancing Management and Leadership Skills
- ☒ Expanding Leadership Visions
- ☒ Enhancing Competencies
- ☒ Increasing Knowledge
- ☒ Broadening Networks

February 2006 through November 2006

Why another Leadership “Model”?

Leadership FEB is designed specifically for executives, senior managers, and aspiring leaders within the federal sector. This program is unique in that it is designed for federal participants and showcases primarily federal agencies and their leaders. Built similarly to other “Leadership” models, participants of this program will interact with local executives, sharing information and exploring unique challenges faced and addressed by federal leaders in Oklahoma. ***In addition to the nine forums in which the participants will interact and learn from each other, they will also have the opportunity for active dialogue with agency leaders on various management and leadership challenges.***

Individual Benefits:

Leadership FEB will provide participants exposure to:

- How new and advanced technology is being leveraged for maximum benefits,
- Innovative techniques developed to respond to numerous challenges in the federal sector, and
- A valuable leadership network, providing a number of individuals from which to draw information and solutions.

Agency Benefits:

Leadership FEB will provide your employees knowledge and information on:

- A variety of business practices, providing the benefit from different perspectives,
- Advances in technology to increase productivity and/or operational efficiencies, and
- A valuable network of leaders with a cumulative body of knowledge and expertise comprised from each individual’s perspective.
- Other benefits are listed near the registration page.



Leadership FEB

Registration Form

Name: _____

Agency: _____

Title: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

In order to maximize the benefits and expand the cohesive networking opportunities, no alternates will be authorized to attend single sessions. However, if an identified participant becomes unable to honor their commitment to the program, the employing agency is authorized to replace that individual for the duration of the program.

In order to ensure maximum benefit to the participants, each Leadership FEB class will be limited to 20 participants.

Agency Head Review/Approval

Date

Register as early as possible to reserve a slot for your participant, no later than Friday, January 27, 2006. Cancellations will be processed at no charge to the agency through that date. After January 27, 2006, we ask the agency to honor their obligation due to cost incurred; however, a substitute is authorized and encouraged.

Agency/Registrant may pay by cash, check, credit card, or government voucher. Please submit the registration form:

By mail: Federal Executive Board
215 Dean A. McGee, Ste 320
Oklahoma City, OK 73102

By fax: (405) 231-4165

Mini-Development Sessions

Preparation for each session will include reading a designated leadership book. Each forum will begin with a “mini-session” to discuss a book on management and/or leadership issues. Each discussion will be led by a federal agency leader in the Oklahoma area. The books to be discussed (and will be provided each participant from their registration fees) include:

- One Minute Manager Meets the Monkey by Ken Blanchard
- 8th Habit, by Stephen Covey
- First, Break All the Rules: What the World's Greatest Managers Do Differently by Marcus Buckingham, Curt Coffman
- Fish by Stephen Lundin

Important Reminder

Why should you encourage your best and brightest to spend so much time away from work?

- The training that Leadership FEB provides is unique and outstanding.
- A broad range of management and leadership issues, all of which directly affect the federal sector, are covered.
- Personal and inter-personal skills focusing on leadership and group dynamics are an integral part of the course. Class members finish the program with an address book crammed with the numbers of federal leaders.
- This training is locally based, so participants continue to have access to what they have learned and the contacts they have made.
- Over 80 hours of training time are provided during the stretch of ten months, the equivalent of two full-time work-weeks of training for only \$750.

Leadership FEB Narrative

Leadership FEB will consist of nine forums that will showcase 25 different government agencies, in addition to a closing reception. The forums will be conducted monthly beginning in February and conclude in November 2006, each lasting the equivalent of a workday. Starting and completion times may vary depending upon the location of the forum and special circumstances. Each forum will include a management briefing and tour of the agency (unless otherwise noted). Below is a brief description of each session.

February 16, 2006 (Thursday): *National Oceanic & Atmospheric Administration and Independent Agencies*. This day will begin at the NOAA facilities in Norman and will move to the New Federal Campus, located downtown, OKC. NOAA will provide a presentation and tour of their facilities and the afternoon will consist of presentations from the Department of Housing and Urban Development, Small Business Administration, and General Services Administration along with a tour of the new federal building.

March 9, 2006 (Thursday): *National Park Service and US Postal Service Day* will begin at the Oklahoma City National Park, tour of the Oklahoma City National Memorial. In the afternoon, the US Postal Service Inspection Service will discuss their role in protecting the mail and their role in Homeland Security; the Senior USPS Plant Manager will provide an overview of the Plant's function; and participants will tour the lively US Postal Distribution Center.

April 27, 2006 (Thursday): *Transportation Day* will be at FAA's Mike Monroney Aeronautical Center, receiving presentations and touring several Transportation organizations located at the Center.

Leadership FEB Narrative (cont'd)

May 18, 2006 (Thursday): *Bureau of Prisons Day* will begin at the Federal Transfer Center in Oklahoma City and finish with the Federal Correctional Institution in El Reno, showcasing two institutions and their differences.

June 2006: *507th Refueling Wing* will focus on the mission and capability of the 507th Air Refueling Wing located at Tinker AFB. *Tentatively scheduled for this month—subject to change*

July: There will be no forum.

August 25, 2006: *US District Court of the Western District of Oklahoma* briefing will be at the US District Court and conclude with participants observing a Naturalization ceremony. The afternoon will be a briefing and tour of the *U.S. Marshals Service in Oklahoma City*.

September 2006 (Thursday): *Law Enforcement Day* will focus on federal law enforcement agencies to include the Federal Bureau of Investigation and another federal agency involved in law enforcement. The day will consist of leadership presentations and tours of each agency.

October 2006 (Thursday): *Day to focus on Veterans* will be held at the Veteran's Administration Medical Center in Oklahoma City. While there, participants will receive a leadership briefing and tour. At this location, other agencies will provide leadership briefings and information on their agencies: VA Regional Office and the VA National Cemetery.

November 2006 (Thursday): *Military Day II* will be a presentation and tour of the Oklahoma City Air Logistics Center and tenants of Tinker AFB.

Closing Session (11-15-06): This will be immediately after the last forum concludes. This will conclude the Leadership FEB program.

February, March, April, May, August, September, October sessions have been coordinated and confirmed; other visits identified are in various stages of coordination. Information regarding locations and specific dates will be provided to participants in February (if not before).

Bonus Leadership Enrichment



Leadership Reading: Five of the nine scheduled forums will begin with a continental breakfast and Leadership Book discussion led by one of the Federal Executive Policy Council members. These sessions are additional professional development mini-sessions integrated into the overall design of the program.

Since “the best leaders are readers”, books will be provided to each participant in advance to allow sufficient time to read and be familiar with the management and leadership concepts introduced (this is included in the registration cost). A listing of the books to be provided is included on the following page.

Additional Tours:

In the event time is available for additional tours, *Leadership FEB* may include an interagency presentation, a tour and presentation from the Oklahoma Department of Emergency Management, or other tours that may benefit participants.

Who Should Attend?

This program is developed for Executives, Senior Managers, and aspiring leaders who are interested in exploring unusual perspectives in solution development and leadership challenges. Success for each participant will be determined by his or her level of interaction throughout the program.

Cost to the Agency:

The registration fee is \$750 per participant, in addition to the nine working days required. This covers *Leadership FEB* program expenses for each forum, five leadership books, parking fees for designated forums, and other materials. Personal expenses, lodging, and mileage are not included in this cost.